

**APPROVED 10/23/03**

State of Texas  
Records Retention Schedule

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Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series  
Item #

5. Agency  
Item #

6. Records Series Title

7. RETENTION PERIOD  
Agency Storage Total

8.  
Sec

9.  
Arch

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Med

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12. Remarks

\_\_\_ ORIGINAL SUBMISSION  
\_\_\_ RECERTIFICATION  
\_\_\_ REPLACEMENT PAGE  
\_\_\_ ADDENDUM PAGE

005 - PUBLIC HEALTH REGION - CORE											
	5358	IDENTIFICATION CARDS	AC+2		AC+2	O		P			
1.1	1451	AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION (HIPAA)	AC+6		AC+6	C		P			AC=AUTHORIZATION'S EXPIRATION DATE; 45 CFR 164.530 (j)(1)-(2)
1.1	3231	RECORD OF HIPAA-AFFECTED DISCLOSURES	AC+6		AC+6	C		P			45 CFR 164.530 (j) (1)-(2); MAY BE INCLUDED WITHIN THE MEDICAL RECORD IF THE MEDICAL RECORD WILL BE MAINTAINED FOR AT LEAST 6 YEARS AFTER THE DISCLOSURE. AC=DATE OF DISCLOSURE
1.1	3233	OTHER HIPAA PRIVACY DOCUMENTATION (INCLUDING LETTERS, MEMOS, FORMS)	6		6	C		P			45 CFR 164.530 (j) (1)-(2)
1.1	4631	ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY NOTICE (HIPAA)	AC		AC	C		P			RETAINED BY DIRECT CARE PROVIDERS AS PART OF THE MEDICAL RECORD. AC=7 YRS AFTER LAST DATE OF SERVICE OR UNTIL PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER
1.1	4656	ACCESS TO HIPAA-AFFECTED INFORMATION - DENIED	AC+6		AC+6	O		P			45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION
1.1	5183	AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.)- APPROVED	AC+1		AC+1	C		P			45 CFR 164.530 (j)(1)-(2); AC=DATE RECORD AMENDED OR REQUEST FILLED.
1.1	5185	AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.)- DENIED	AC+6		AC+6	C		P			45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION
1.1.006	4831	COMPLAINTS RELATED TO PRIVACY (HIPAA)	AC+6		AC+6	O		P			45 CFR 164.530 (j) (1)-(2); AC=FINAL DISPOSITION OF COMPLAINT
1.1.007	754	CORRESPONDENCE, ADMINISTRATIVE	3		3	O	R	P	X		
1.1.008	787	CORRESPONDENCE, GENERAL	1		1	O		O			PAPER, ELECTRONIC
1.1.008	822	HEALTH CLINICS & FRIENDS OF PUBLIC HEALTH (CORRESPONDENCE)	1		1	O		P			

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AV - As Long As Administratively Valuable  
CE - Calendar Year End  
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LA - Life of Asset  
MO - Months  
PM - Permanent  
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper  
M - Microfilm  
C - Computer Print-Out  
E - Electronic  
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State  
I - Retain in Agency  
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1.1.010	788	DIRECTIVES	US+1	US+1	O		P		
1.1.013	3716	DESK CALENDARS/APPOINTMENT BOOKS	CE+1	CE+1	O		O		PAPER, ELECTRONIC
1.1.019	4642	NEWS OR PRESS RELEASES	2	2	O	R	O		PAPER, ELECTRONIC
1.1.020	5356	OPEN RECORDS REQUESTS - APPROVED	AC+1	AC+1	O		P		AC=DATE REQUEST IS FULFILLED
1.1.021	5357	OPEN RECORDS REQUESTS - DENIED	AC+2	AC+2	O		P		AC=DATE OF DENIAL OF REQUEST
1.1.023	5335	ORGANIZATION CHARTS	US	US	O	A	P		
1.1.025	5336	POLICY AND PROCEDURE MANUAL	US+3	US+3	O	R	P	X	
1.1.040	5337	REPORTS AND PAPERS - CONFERENCE	2	2	O	R	P		
1.1.057	1663	TRANSITORY INFORMATION	AC	AC	O		O		PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.060	4454	MEETINGS - AUDIO OR VIDEOTAPES OF OPEN	AC+90 DAYS	AC+90 DAYS	O		O		AUDIO AND VIDEO; AC=OFFICIAL APPROVAL OF WRITTEN MINUTES OF THE MEETING BY THE GOVERNING BODY OF AN AGENCY.
1.1.063	771	MEETING MINUTES-STAFF MEETINGS	1	1	O		P		
1.1.063	4902	MEETING MINUTES - LOCAL HEALTH DEPARTMENTS & OTHER MEETINGS	1	1	O		O		PAPER, ELECTRONIC
1.1.064	2981	PERFORMANCE MEASURES DOCUMENTATION	FE+3	FE+3	O		P	X	
1.2.004	5293	FORMS DIRECTORY	US	US	O		P		
1.2.005	5294	RECORDS RETENTION SCHEDULE	US	US	O		P		CONVENIENCE COPY
1.2.006	3645	RECORDS TRANSMITTAL FORMS	AC+2	AC+2	O		P		
1.2.012	5295	RECORDS INVENTORY WORKSHEETS	US	US	O		P		CONVENIENCE COPY

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1.3.001	3714	STATE PUBLICATIONS INCLUDING NEWSLETTERS DISTRIBUTED TO EXTERNAL AGENCIES OR PROVIDERS	US+5		US+5	O		O			HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/TDH LIBRARY FOR THOSE PRINTED AT HHS PRINTING. REGIONAL OFFICES SHOULD SEND COPIES TO BUREAU OF RESOURCE MANAGEMENT (HHS PRINTING) FOR THOSE PRINTED ELSEWHERE SO COPIES CAN BE DISTRIBUTED TO THE CLEARINGHOUSE/LIBRARY.
2.1	1446	Y2K PROBLEM-SOLVING DOCUMENTATION	6		6	O		O			PAPER, ELECTRONIC
2.1.001	5375	AUTOMATED FILES - PROCESSING FILES	AC		AC	O		E	X		
2.1.002	5371	MASTER FILES	AC		AC	O		E	X		
2.1.007	5379	SOFTWARE PROGRAMS/JOB CONTROL LANGUAGE	AC		AC	O		E	X		
2.1.009	5296	SYSTEM & FILE DOCUMENTATION	AC		AC	O		C	X		AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE OR SOFTWARE ENVIRONMENT WITH NEW DOCUMENTATION OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE DOCUMENTATION TO BE RETRIEVED AND READ. TAC 6.97(a).
2.2.001	5297	CONSOLE LOGS	AV		AV	O		C	X		
3.1	4351	EMPLOYEE IMMUNIZATION RECORDS	10		10	C		P	X		INCLUDES IMMUNIZATIONS, VACCINATIONS, AND TESTS.
3.1.001	5298	APPLICATIONS FOR PERMANENT EMPLOYMENT - NOT HIRED	2		2	O		P			CONTAINS SOME CONFIDENTIAL INFORMATION
3.1.012	5302	EMPLOYMENT ADVERTISEMENTS/JOB ANNOUNCEMENTS/RECRUITING CORRESPONDENCE	2		2	O		P			
3.1.014	796	INTERVIEWING & SELECTION FILES	2		2	O		P	X		29 CFR 1602.31 MAY CONTAIN SOME CONFIDENTIAL INFORMATION

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3.1.018	5327	GRIEVANCE FILES	AC+2		AC+2	O		P	X	MAY CONTAIN SOME CONFIDENTIAL INFORMATION/AC=FINAL DECISION ON GRIEVANCE. INCLUDES COMPLAINTS WHICH ARE CONVENIENCE COPIES.	
3.1.019	5288	PERFORMANCE JOURNALS	2		2	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.	
3.1.020	5328	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION	
3.1.021	5363	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION	AC	5	AC+5	O		P	X	MAY CONTAIN CONFIDENTIAL INFORMATION AC=TERMINATION OF EMPLOYMENT	
3.1.022	5368	PERSONNEL INFORMATION AND ACTION FORMS	2		2	O		P		CONVENIENCE COPY; INCLUDES REDUCTION IN FORCE ACTIONS AND MERIT INCREASE DOCUMENTATION	
3.1.023	5287	POSITION DESCRIPTIONS	US+4		US+4	O		P	X		
3.1.037	5340	EMPLOYEE RECOGNITION RECORDS	AC+5		AC+5	O		P		AC=TERMINATION OF EMPLOYMENT	
3.2	2980	PAYROLL WARRANT LISTINGS	1		1	O		P			
3.2.002	4356	PAYROLL AFFIDAVITS	4		4	O		P		CONVENIENCE COPY	
3.2.006	5329	SALARY SCHEDULES	2		2	O		P		INCLUDES MERIT INFORMATION; CONVENIENCE COPY	
3.3	794	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2	O		O		AC=COMPLETION OF CLASS. PAPER AND ELECTRONIC	
3.3.004	5331	GROUP INSURANCE RECORDS	US+1		US+1	O		P			
3.3.011	5338	VERIFICATION OF EMPLOYMENT	AC+75		AC+75	O		P	X	CONVENIENCE COPY	
3.3.015	5115	JOB AUDITS	US+3		US+3	O		P		CONVENIENCE COPY	

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3.3.020	5364	WORK SCHEDULES/ASSIGNMENTS	1		1	O		P			
3.3.023	5292	TRAVEL AUTHORIZATION REQUESTS	FE+3		FE+3	O		P			
3.3.023	5339	TUITION ASSISTANCE REQUESTS	FE+3		FE+3	O		P			
3.3.026	5303	POSITION STAFFING REPORTS	US+3		US+3	O		P			
3.3.027	5301	APTITUDE AND SKILLS TESTS	US+2		US+2	O		P			
3.3.031	2960	EEO DATA FORMS	3		3	O		P			
3.4.002	5348	LEAVE ACTIVITY	FE+3		FE+3	O		P	X		
3.4.006	5349	TIME CARDS AND TIME SHEETS	4		4	O		O			LEAVE SLIPS ARE ATTACHED TO TIME SHEETS, INCLUDES FMLA AND EXTENDED SICK LEAVE DOCUMENTATION; PAPER, ELECTRONIC; 40 TAC815.106(i)
3.4.007	5354	DAILY ABSENCE REPORTS	FE+3		FE+3	O		O			PAPER, ELECTRONIC
3.4.008	5369	SICK LEAVE POOL DOCUMENTATION	FE+3		FE+3	O		P			
4.1.002	5304	BILLING DETAIL	FE+3*		FE+3*	O		P			
4.2.002	5305	CASH RECEIPTS	FE+3*		FE+3*	O		P			CONVENIENCE COPY
4.7.001	5306	ACCOUNTING POLICIES AND PROCEDURES MANUALS	US+3		US+3	O		P	X		CONVENIENCE COPY
4.7.002	5365	PETTY CASH VOUCHERS/BANK STATEMENTS	FE+3		FE+3	O		P			
5.1.001	5286	PROPERTY/MEMORANDUM OF AGREEMENT	AC+4		AC+4	O		P	X		CONVENIENCE COPY
5.1.001	5366	CONTRACTS	AC+4		AC+4	O		P	X		CONVENIENCE COPY
5.1.003	5307	DELIVERY REPORTS	2		2	O		P			
5.1.004	767	MAIL AND TELECOMMUNICATIONS LISTINGS	US		US	O		P			
5.1.005	812	POSTAGE EXPENDITURE RECORDS	FE+3		FE+3 *	O		P			

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5.1.011	5308	PHOTOCOPIER USE LOGS	AV		AV	O		P			
5.1.012	5314	PRICE LISTS	US+3		US+3	O		P			
5.1.014	3713	OFFICE PROCEDURES	US+1		US+1	O		P			
5.2.007	5309	DAMAGE REPORTS	FE+3		FE+3	O		P			
5.2.008	2982	EQUIPMENT SERVICE AGREEMENTS	LA+3		LA+3	O		P			
5.2.009	5322	EQUIPMENT INVENTORY DETAIL REPORT FORMS	FE+3		FE+3	O		C	X		
5.2.014	5289	INVENTORY ANNUAL PHYSICAL AT CONTRACTED FIELD OFFICES	FE+3		FE+3	O		P	X		
5.2.018	5310	QUALITY CONTROL REPORTS	2		2	O		P			
5.2.020	5323	SUPPLY USAGE RECORDS - REGIONAL INVENTORY	FE+1		FE+1	O		P	X		
5.2.022	5312	UTILITY REPORTS	AV		AV	O		P			
5.3.003	5313	FREIGHT CLAIMS	AC+2		AC+2	O		P			AC=RESOLUTION OF CLAIM
5.3.007	5319	BID DOCUMENTATION	FE+3*		FE+3*	O		P			
5.3.008	5324	PURCHASING LOGS	FE+3*		FE+3*	O		P	X		
5.4	4555	COPY OF MOVING AND NON-MOVING TRAFFIC VIOLATIONS (KEPT WITH PERFORMANCE APPRAISALS)	2		2	O		P			FOR STAFF WHO DRIVE 50% OR MORE ON AGENCY BUSINESS.
5.4	5539	REVIEW OF APPROPRIATE LICENSURE FOR OPERATION OF MOTOR VEHICLE (KEPT WITH PERFORMANCE APPRAISALS)	2		2	O		P			FOR STAFF WHO DRIVE 50% OR MORE ON AGENCY BUSINESS.
5.4.001	5360	ACCIDENT REPORTS & ASSOCIATED DOCUMENTATION	CE+5		CE+5	O		P	X		MAY CONTAIN SOME CONFIDENTIAL INFORMATION
5.4.002	5291	EVACUATION PLANS	US		US	O		P			

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5.4.003	5318	FIRE INSPECTION RECORDS	3		3	O		P		
5.4.003	5332	SAFETY INSPECTIONS	3		3	O		P		
5.4.007	5333	HAZMAT TRAINING RECORDS	5		5	O		P		
5.4.010	5334	MATERIAL SAFETY DATA SHEETS	AC		AC	O		P		AC=AFTER SHEETS ARE UPDATED OR HAZARDOUS CHEMICAL NO LONGER STORED BY AGENCY, AS APPLICABLE.
5.4.011	2983	VISITORS LOG	3		3	O		P		
5.4.012	793	SECURITY ACCESS RECORDS	AC+2		AC+2	O		P	X	
5.5.001	5315	BILLING DETAIL - TELECOMMUNICATIONS	FE+3*		FE+3*	O		P		
5.5.002	5316	LONG DISTANCE TELEPHONE LOGS	AV		AV	O		P		
5.6.003	5317	INSPECTION REPAIR & MAINTENANCE RECORDS - VEHICLES	LA+1*		LA+1*	O		P		
5.6.005	5320	MILEAGE REPORTS	FE+3		FE+3	O		E		
5.6.006	5321	OPERATIONS LOGS - VEHICLES	1		1	O		P		

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